DELPHI Skills Assessment for PA Lead Accounting Technician

Check the response that best matches your experience. **Circle** (or highlight) the 5-10 skills that relate to areas where you need additional (or refresher) training in order to use the system more effectively in your job.

Skills	Does not apply to my job	Proficiency					
		I don't know how	I need help	I can do with written steps	I can do with some help	I can do without help	I can explain what I am doing	I can teach someone else
Basic Navigation							
Generate Project Revenue and Invoices							
Maintain Project Attachments							
Determine if Projects and Task should be Closed							
Generate Transaction Reports							
Generate Project Expenditure Reports							
Generate Project Expenditure Reports							
Generate Interface Audit Reports							
Generate Billing Invoice Activity Reports							
Generate Project Subledger Reports							
Generate Project Status Reports							
Generate Project Billing Process Flow Reports							
Generate Project Implementation Reports							
Distribute Project Costs							
Interface Project Transactions							
Tie Back Project Transactions							
Interface Project Transactions							
Update Project Summaries							
Generate Assets, Invoices, and Revenue							
Adjust Project Invoices							
Review Customer Setup Options							
Update Project Cost Information							
Adjust Project Revenue							
Adjust Project Expenditure Items							
Import Transactions into Projects							
Capitalize and Transfer Assets from Projects							
Enter Pre-Approved Expenditure Batches							
Enter Project Human Resource Information							

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